



FILM PERMIT PROCEDURES - CITY OF LAS VEGAS

The attached "City of Las Vegas Film Permit Application" must be filled out for **ALL** commercial filming activities taking place within the incorporated limits of the City of Las Vegas. **THERE IS NO PERMIT FEE.** Forms are also available on the Internet at or from the following locations:

CITY OF LAS VEGAS - DEPARTMENT OF PUBLIC WORKS

400 Stewart Avenue, 4th Floor

Las Vegas, NV 89101-2986

OFFICE: 702.229.2184 or 702.229.6276 (8:00 am to 5:00 pm M-F) e-mail: pmoyer@lasvegasnevada.gov

FAX: 702.382.0848

METROPOLITAN POLICE DEPARTMENT - SPECIAL EVENTS SECTION

Clark County Government Center

500 S. Grand Central Parkway - 3rd Floor

Las Vegas, NV 89101

OFFICE: 702.229.3442 (8:00 am to 4:00 pm M-F) <http://www.lvmpd.com>

FAX: 702.229.2769

IMPORTANT - INSURANCE REQUIREMENTS: For **all** filming within the City of Las Vegas the following entities must be named as "**Additional Insured**" as it relates to your film event - minimum \$1,000,000 Comprehensive General Liability Insurance Policy – addresses for Certificates listed above:

CITY OF LAS VEGAS

LAS VEGAS METROPOLITAN POLICE DEPARTMENT

FREMONT STREET EXPERIENCE, LLC (only if there is a chance your event may be within that area

– Address: 425 Fremont Street, LV, NV 89101)

Lane/road closures planned in conjunction with your film event will **require** that you contract with a local barricade company and arrange for their services. The barricade company will produce a barricade plan and send the plan directly to the City for approval. Once received and approved by the City we will put it together with the Film Permit package for processing to the Metropolitan Police Department (Metro) – Special Events Section. Lane/road closures and Intermittent Traffic Control (ITC) requests **will require** staffing by Metro officers – please contact them immediately at 702.229.3442 to make them aware of your film event telling them the Permit is in process. **If Metro isn't given enough advance notice (minimum one week prior to film event) and they cannot staff your film event, the Film Permit will not be approved.**

Pyrotechnics/Special Effects: For **required** City Permits contact 702.229.0366 – City Fire Department/Fire Prevention Division.

FILMING IN THE "FREMONT STREET EXPERIENCE" – DOWNTOWN LAS VEGAS: You will **not** be allowed to film within the "FREMONT STREET EXPERIENCE" (<http://www.vegaseperience.com>) without prior approval from their Film Coordinator. Contact No.: 702.678.5600 or Email: contact@vegaseperience.com). **In addition, a Film Permit from the City of Las Vegas will be required.** Depending on the size of your film event, Metro may or may not be required – under normal circumstances Fremont Street Security handles any filming within the Fremont Street Experience area. Metro will be required if extra security is needed or if the film company requires lane/road closures or ITC on 4th Street or Casino Center Boulevard.

Complete the Permit Application, Location Worksheet (make copies for additional locations, if applicable) and include required Insurance Certificate. In an attempt to make the Film Permit Application process easier for you **we will accept the completed PERMIT APPLICATION, WORKSHEET, AND INSURANCE CERTIFICATE faxed** to the City of Las Vegas for processing – FAX to 702.382.0848. You can also hand deliver the Permit to the City to the above address, if desired. **We will process the permit for you – getting all required signatures/approvals.** Once the Permit package is processed a copy of the approved Permit will be sent back to you via FAX.

FILMING ON "THE LAS VEGAS STRIP" REQUIRES A PERMIT FROM CLARK COUNTY BUSINESS LICENSE.

Contact Nancy Hancock at 702.455.3566 (nancy@co.clark.nv.us) or visit http://www.co.clark.nv.us/business_license/Filmpermits.htm for the Clark County Film Permit.

For locations outside of the above listed areas please contact the Nevada Film Office at 702.486.2711 or access their website at <http://www.nevadafilm.com>. They can assist you with finding "locations" as well as the permit requirements for filming on BLM and other State/Federal controlled areas (Lake Mead, Hoover Dam, Red Rock, etc.). CLVFilmPermitMay2004



CITY OF LAS VEGAS FILM PERMIT APPLICATION

Please check entity below where you will be filming:

☐ CITY OF LAS VEGAS (CLV) - GENERAL

☐ FREMONT STREET EXPERIENCE/DOWNTOWN MALL (FSE)

Welcome to the City of Las Vegas. We will endeavor to meet your location schedules/deadlines. A Film Coordinator is available to assist you with special jurisdictional requirements.

To better serve you, this application must be submitted to the appropriate jurisdiction(s) **three (3) working days** prior to the proposed filming event. Permit submittal is required **fourteen (14) working days** prior to any film event(s) where traffic disruptions and/or special effects are proposed.

Barricade Plan and/or required fire department permit attached to Film Permit Application:

YES ☐ NO ☐

Each entity listed above, as well as the Las Vegas Metropolitan Police Department, must be listed as "additional insured" (**not** Certificate Holder) for \$1,000,000 (one million dollars) Comprehensive General Liability insurance for each occurrence if you plan to film in their jurisdiction.

Required proof of insurance attached to Film Permit Application:

YES ☐ NO ☐

Please Note: Filming on private property does not always require a film permit application; however, if **any** form of special effects (pyrotechnics) are to be used you will be required to secure a Film Permit and the required local fire department's approval. Filming activity that has the potential of producing any adverse impact to a neighborhood (i.e., traffic disruptions, etc.) will also require film permit application/approval.

PLEASE PRINT OR TYPE THE FOLLOWING INFORMATION

Date of Application: _____

Type of Film Event:

☐ Motion Picture/Feature ☐ TV Movie ☐ TV Episode ☐ Commercial
☐ Music Video ☐ Still Photo ☐ Documentary ☐ Other

Date(s) of Film Event: _____

Est. Production Days: 1-3 4-7 8-14 +15

PRODUCTION TITLE: _____

Production Company Name: _____

Address City State/Country Zip

Area Code/Telephone

FAX

LOCATION MANAGER:

Name

Telephone/Cellular/Pager

E-Mail Address

FAX

Local Production Office/Hotel:

Responsible Person/Title

Telephone/Cellular/Pager

Local Office Address

FAX

INDIVIDUAL COMPLETING APPLICATION:
(if other than above)

Name/Position

Telephone/Cellular/FAX/E-mail Address

A "FILM PERMIT LOCATION WORKSHEET" MUST BE ATTACHED TO THIS PERMIT FOR PERMIT APPROVAL

ADDITIONAL LOCATIONS RELATED TO THIS PERMIT WILL REQUIRE ONLY THE SUBMITTAL OF THE "WORKSHEET" FOR APPROVAL OF EACH LOCATION

CLV\FilmPermitMay2004

DISTRIBUTION: METRO PD APPLICANT FIRE PREVENTION NV FILM OFC FSE (Film Coordinator) FILE



CITY OF LAS VEGAS FILM PERMIT "LOCATION WORKSHEET"

PRODUCTION TITLE: _____

FILMING DATE(s): _____ TIME(s): _____

Setup: _____ Film: _____ Wrap: _____

LOCATION OF

FILMING: _____

Location Detail: (check all that apply)

☐ Residential Property
☐ Public Right-of-Way

☐ Commercial Property
☐ On-Street Parking

☐ Governmental Property
☐ Private Property (w/pyro)

SUMMARY OF SCENE: _____

Scene Requirements: (check all that apply)

☐ Road Closures
☐ I.T.C. (3-5 min. max.)

☐ Drive Bys

☐ Tow Shots

☐ Drive w/ Traffic Flow

☐ Other Special Conditions/Requests: _____

☐ Lane Closures

☐ Running Shots

☐ Drive Ups/Aways

☐ Cranes

☐ Interior Dialogue

☐ Police Escort

☐ Camera in Curb Lane

☐ Wet Down

☐ Exterior Dialogue

☐ Pedestrian Disruptions

☐ Camera on Sidewalk

☐ Dolly Track

☐ Scaffolding/Platforms

Special Effects: (Pyrotechnics, open flames, smoke, laser equipment) **Contact: Las Vegas Fire Prevention @ 229-0366**

DESCRIBE: _____

Cast/Crew _____ **Staging Area/Location:** _____

No. vehicles/equipment: Cars _____ Trucks _____ Motor Homes/Vans _____ Camera Cars _____ Catering _____ Other _____

Parking Meters Required: YES _____ NO _____ **STYLE:** Locked/Tie-on Amt. Pd.: _____ Receipt #: _____

Meter #s/Location _____

NOTE: Posting of "No Parking" Signs/Meter Bags required 24 hours in advance of call time

APPROVALS AND SPECIAL REQUIREMENTS

METROPOLITAN POLICE DEPT: _____ DATE: _____

Special Requirements: _____ POLICE OFFICERS REQUIRED _____ POLICE OFFICERS REQUIRED AT FSE DISCRETION

CITY FIRE DEPT.:(if applicable) _____ DATE: _____

Special Requirements: _____

CITY OF LAS VEGAS: _____ // _____ DATE: _____

Public Works

City Manager

Special Requirements: _____

ALL filming on Fremont Street between Main Street and Las Vegas Boulevard (the "Fremont Street Experience") requires a Location Agreement and approval from the Fremont Street Experience Limited Liability Co.

FILM COORDINATOR: _____ E-mail: contact@vegaseperience.com

OFFICE) 702.678.5600

(FAX) 702.678.5611

CLV Film Permit May 2004

DISTRIBUTION:

METRO PD

APPLICANT

FIRE PREVENTION

NV FILM OFFICE

FSE (Film Coordinator)

FILE